

Texas Department of State Health Services

# TxEVER - Super Users Birth and AOP Registration

In Person or Webinar Training
Date and Time
Name of Field Services Trainer

# Agenda

#### 1. TxEVER Super Users

- a. Overview
- b. Duties and Responsibilities

#### 2. Birth Registration

- a. Single birth registration
- b. Plural birth registration

#### 3. AOP Registration

- a. Register a Pre/Post-Birth AOP
- b. Register a During-Birth AOP
- c. AOP Matching



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### **TxEVER Super Users**

#### **Overview**

Who is a Super User?

- Individual with extensive knowledge of the TxEVER system.
- Knowledge base includes all aspects of TxEVER.
- Knowledge of both how and why of TxEVER.



### **TxEVER Super Users**

#### Responsibilities

- TxEVER subject-matter expert.
- Serve as point-of-contact for TxEVER users.
- Provide assistance and training to stakeholders.

### The TxEVER System





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# **Keyboard Shortcuts**



Т	Enters current date in any date field.	
T + up/down T	Enters the current date and you can populate a day before or after.	
Tab tab	Moves forward from one box/field to another box/field.	
Shift Tab shift tab	Moves backward from one box/field to another box/field.	
Enter	Activates the next button on the page.	
1st Letter of a Word	Enters selection from pick list of a dropdown list. Scroll through that letter.	
Space Bar space	Selects a radio button or check box.	
Arrow Keys 📊 🕠	Moves from one radio button to the next.	
Down Arrow	Opens a dropdown list.	
Escape	Closes a dropdown list.	
Ctrl + S Ctrl S	Saves the current record.	
State Abbreviations	Selects the associated state by typing the first letter.	



# **Diacritical Marks**

TxEVER will allow Diacritical Marks. Press and hold the "ALT" key and type the 3 digit code. Release the "ALT" key and the diacritical mark will appear.

Example: **ALT+128 = Ç** 

<b>ALT Code</b>	<b>Diacritical Mark</b>	ALT Code	Diacritical Mark
128	Ç	0200	È
142	Ä	0205	Í
144	É	0207	Ϊ
153	Ö	0204	Ì
154	Ü	0211	Ó
165	Ñ	0210	Ò
0193	Á	0213	Õ
0194	Â	0218	Ú
0192	À	0217	Ù
0195	Ã	0221	Ý
0235	Ë		

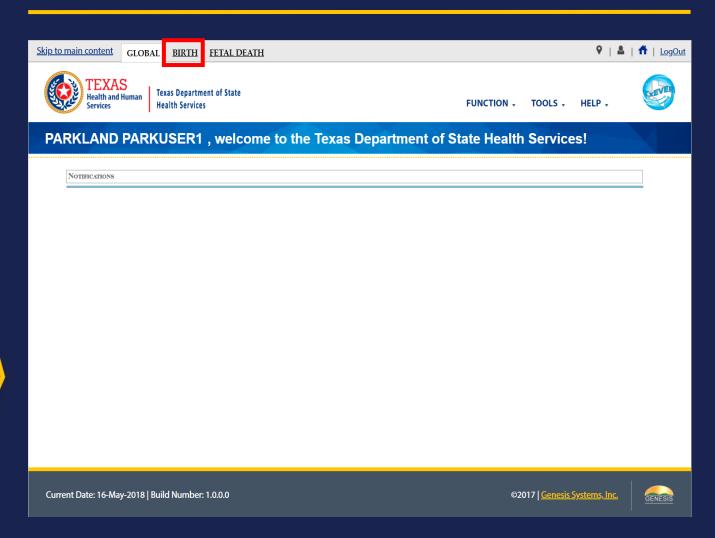
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### **Basic Birth Registration**

- 1. Login to TxEVER.
- 2. Go to birth registration and start a new record.
- 3. Resolve all yellow blanks.
- 4. Sign any AOPs.
- 5. Sign Verification of Birth Facts.
- 6. Certify.
- 7. Release.

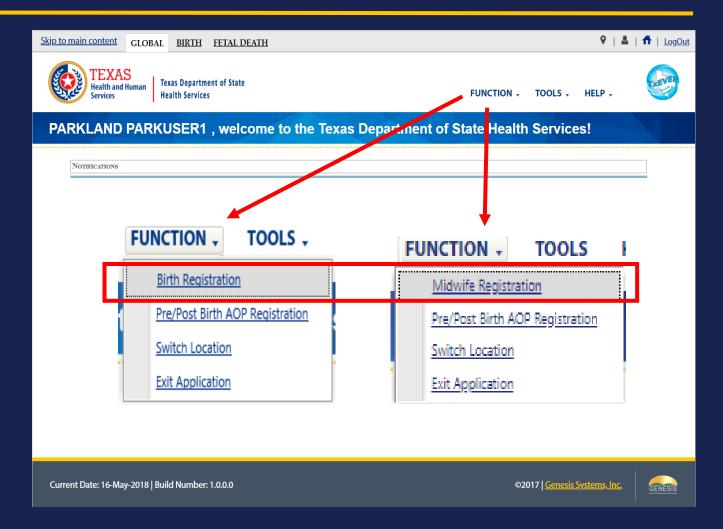
# **Birth Module**







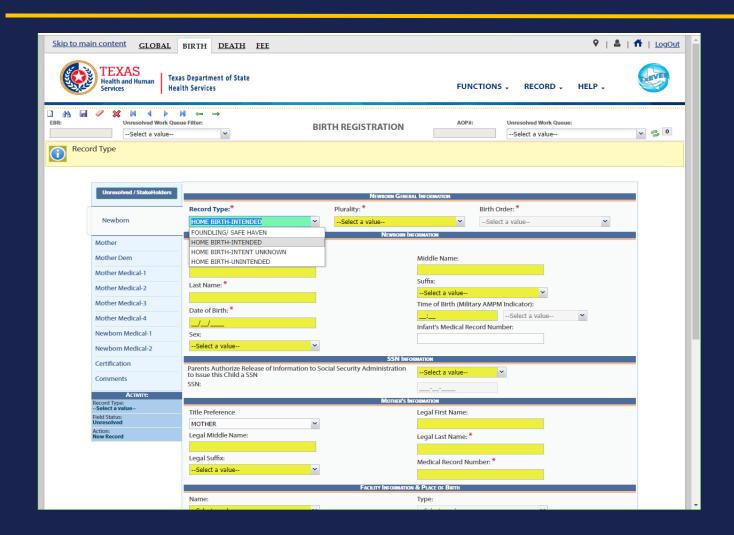
#### Birth/Midwife Registration



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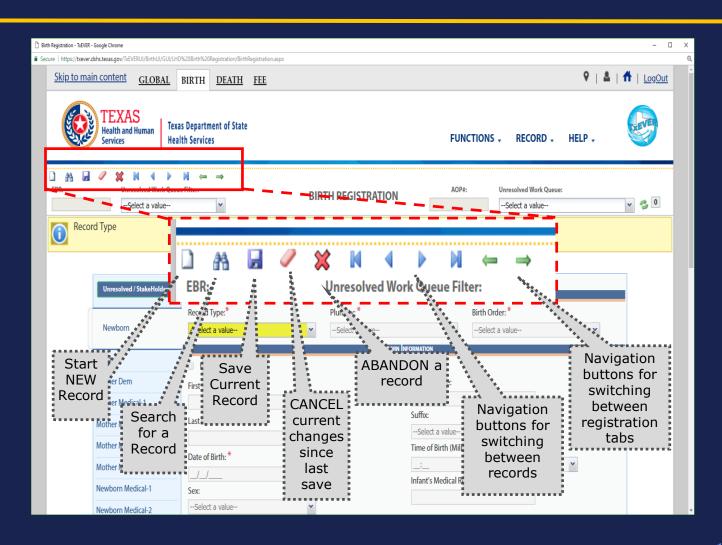
**Health Services** 

#### Start a New Record



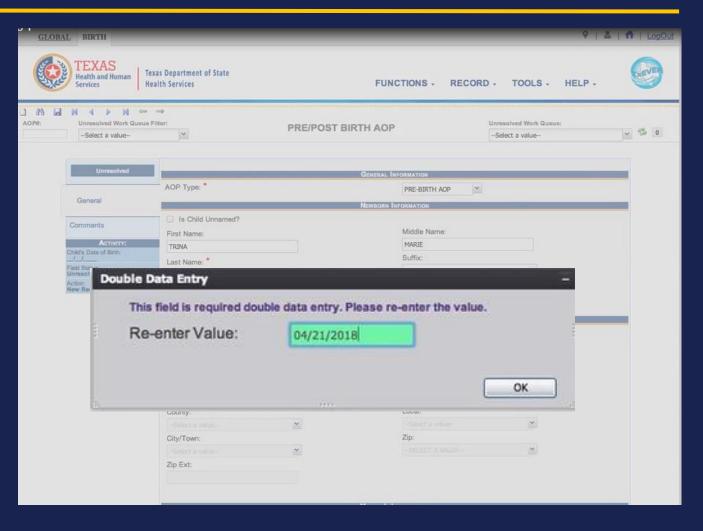


#### **Birth Registration Icons**



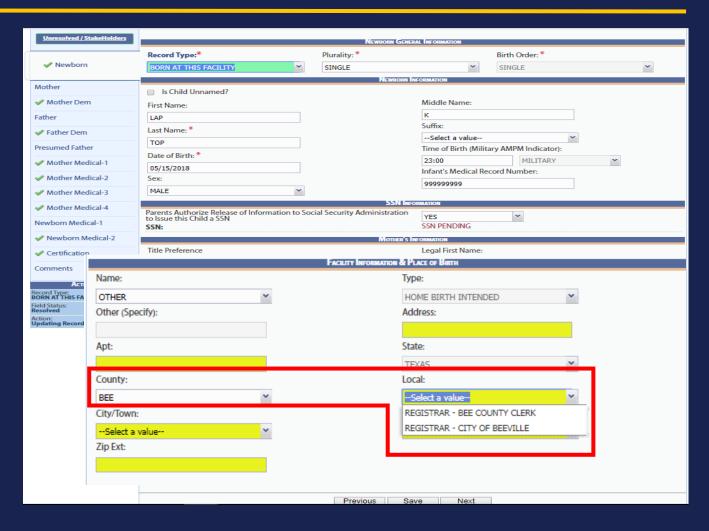
#### Double Data Entry: Name, Date of Birth, and Social Security Number





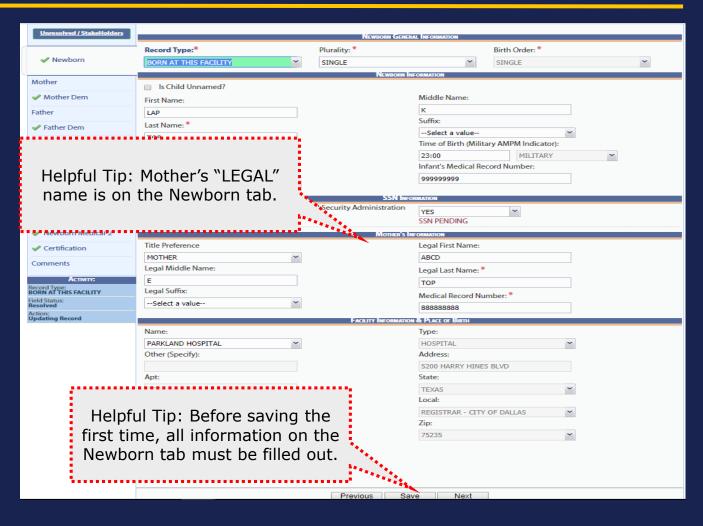
# Local Registrar Filters Based on Birth County





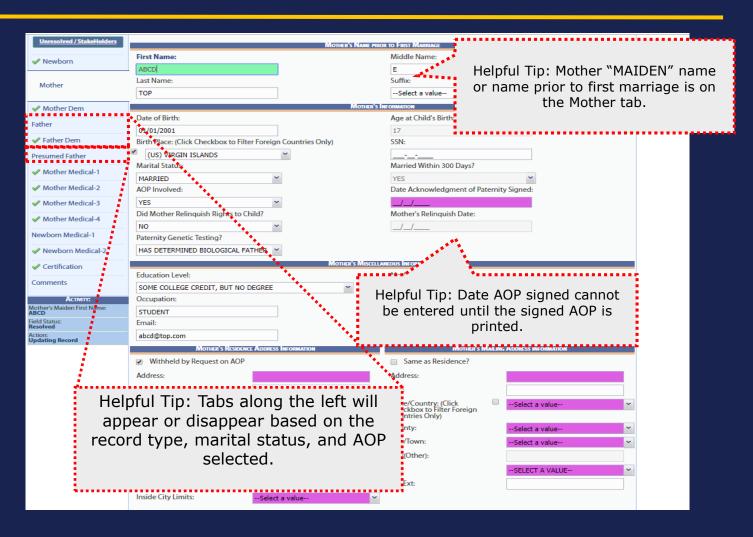
### **Newborn Tab**





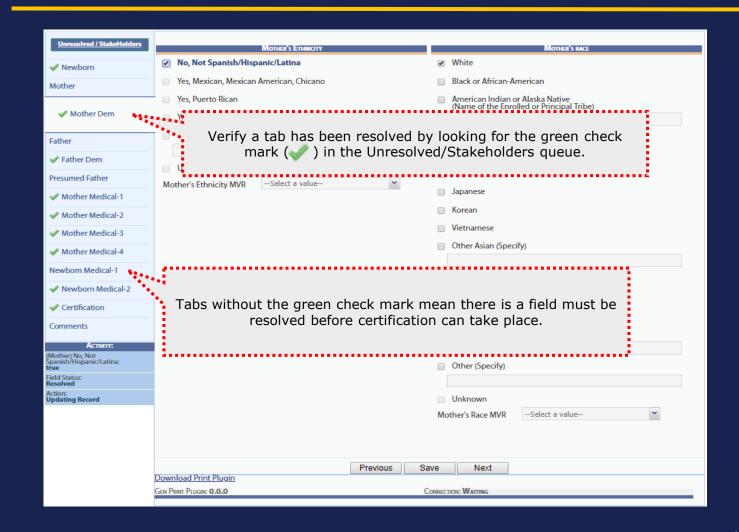
### **Mother Tab**







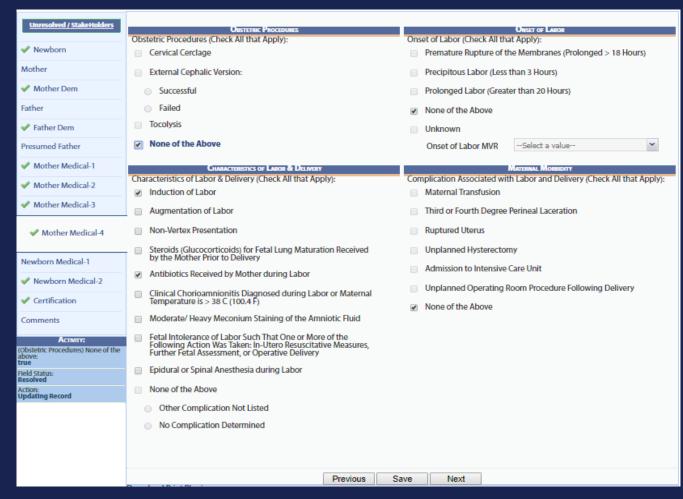
## **Mother Demographic Tab**



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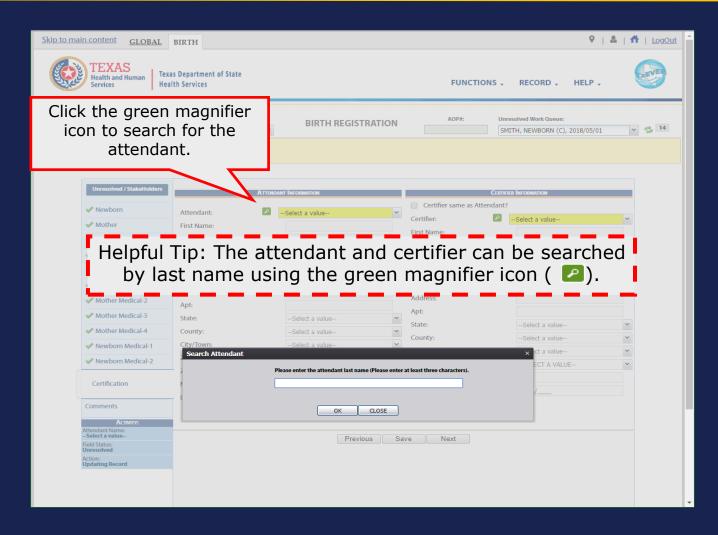
#### **Mother Medical 4 Tab**



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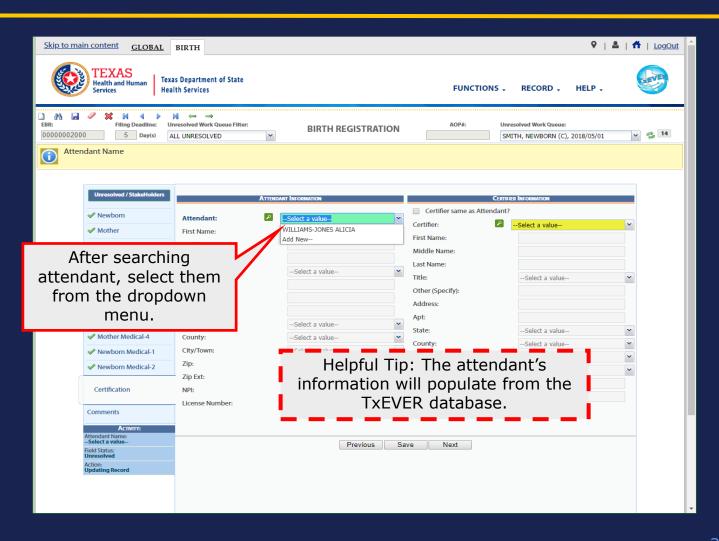
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### **Certifier Tab**



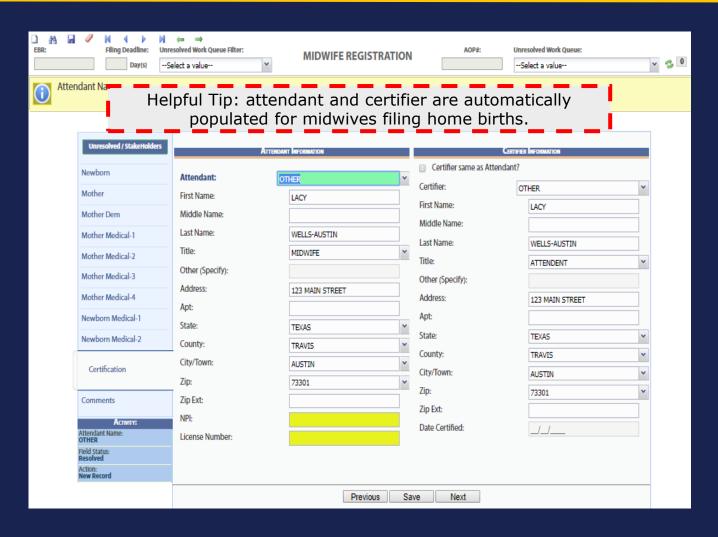
### **Certifier Tab**





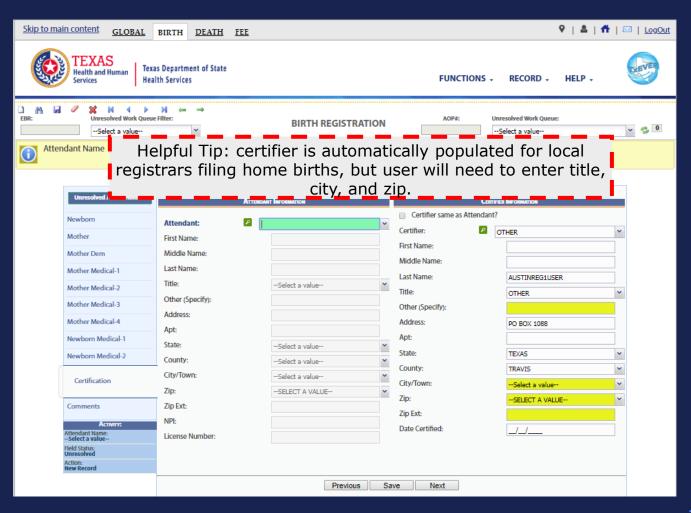


### **Certifier Tab: Midwives**



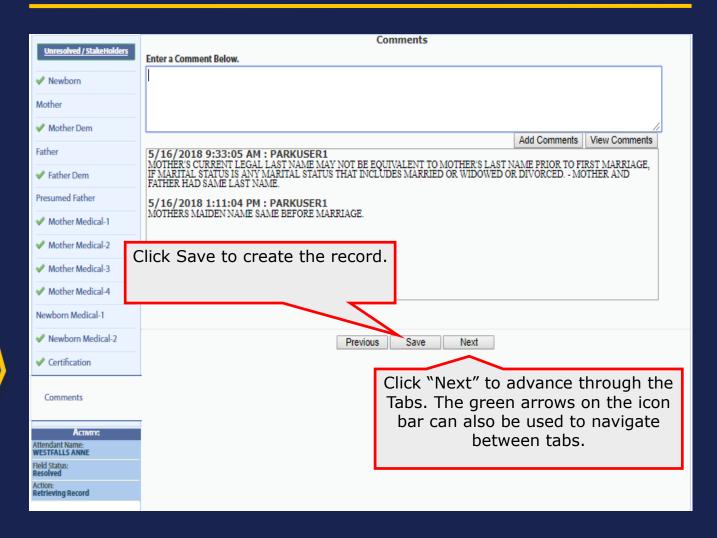


#### **Certifier Tab: Local Registrars**



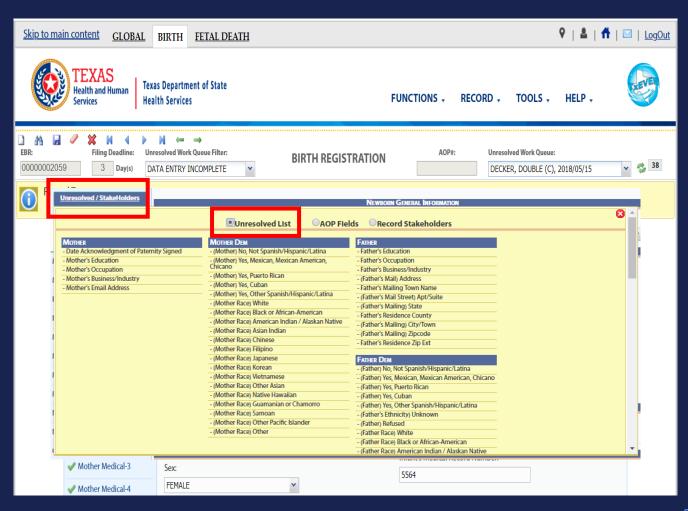
# **Comments Tab**





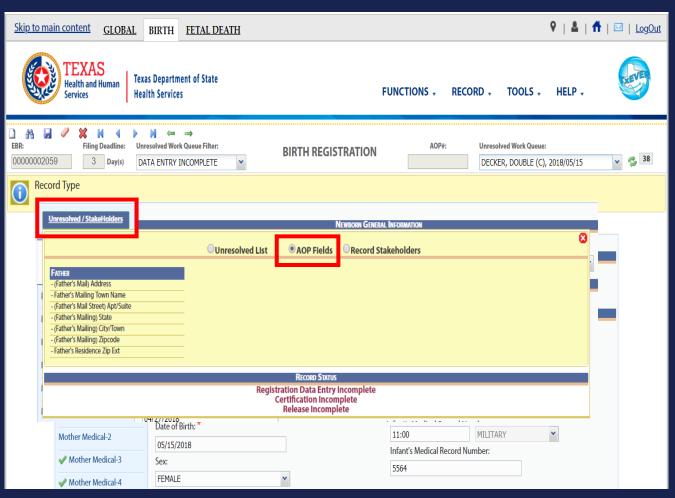


#### **Unresolved Screen**



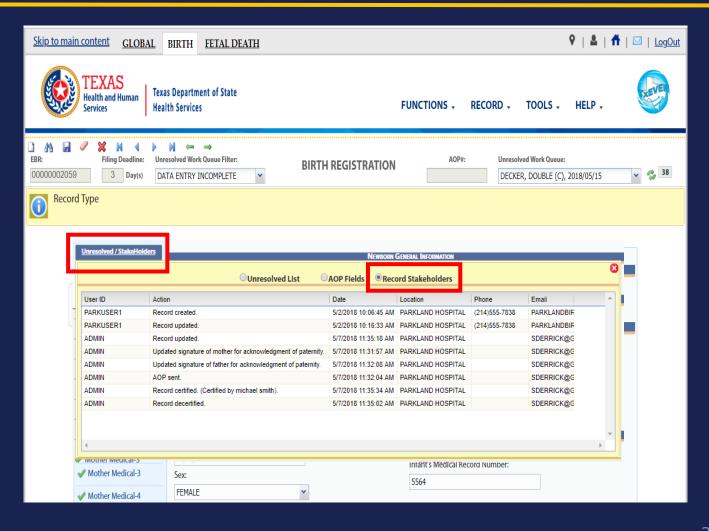


#### **Unresolved Screen: AOP Fields**



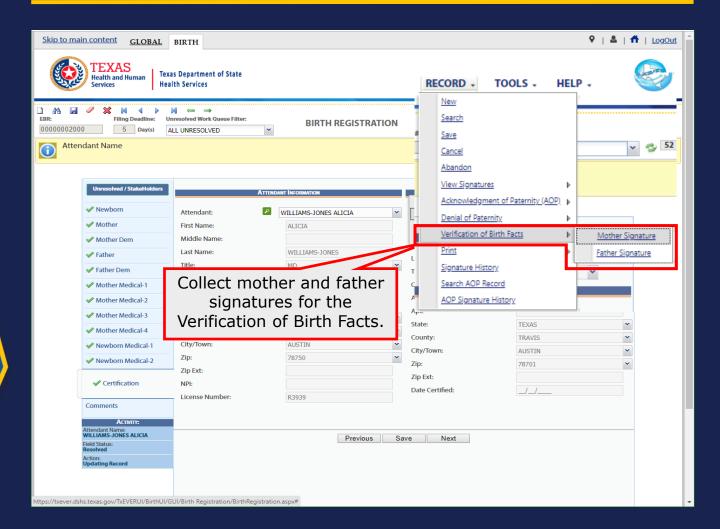
# **Unresolved Screen: Record Stakeholders**



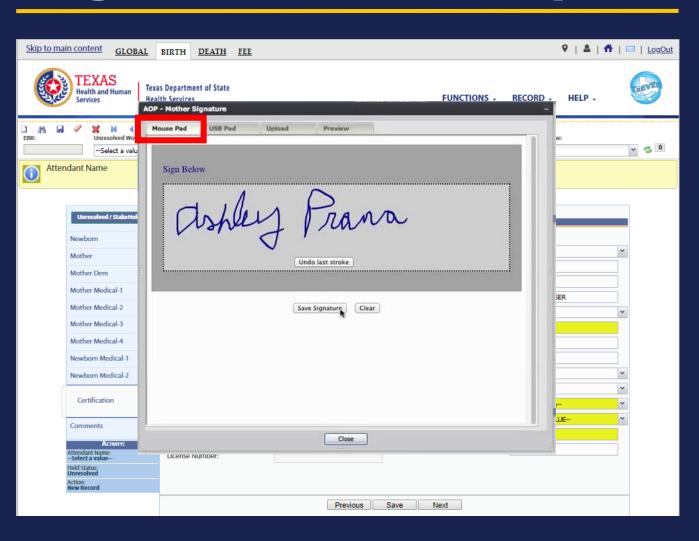


# Sign Verification of Birth Facts





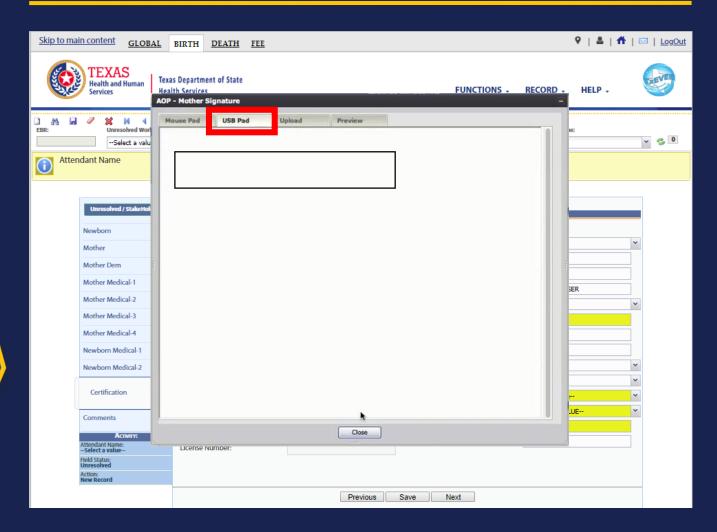
## Signature: Mousepad



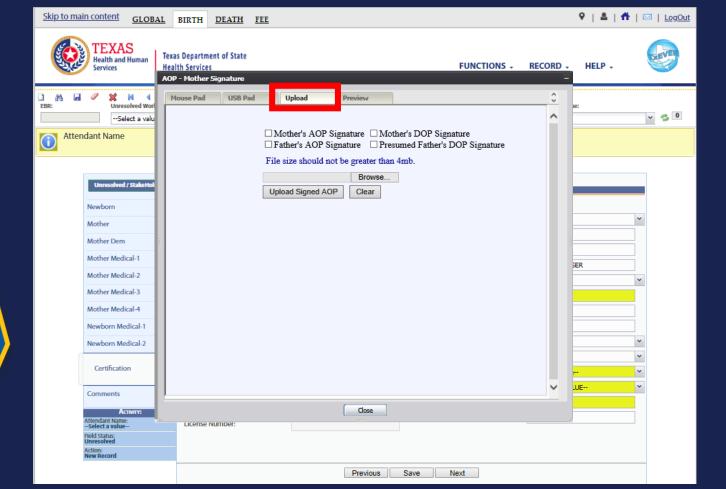


# Signature: USB Signature Pad



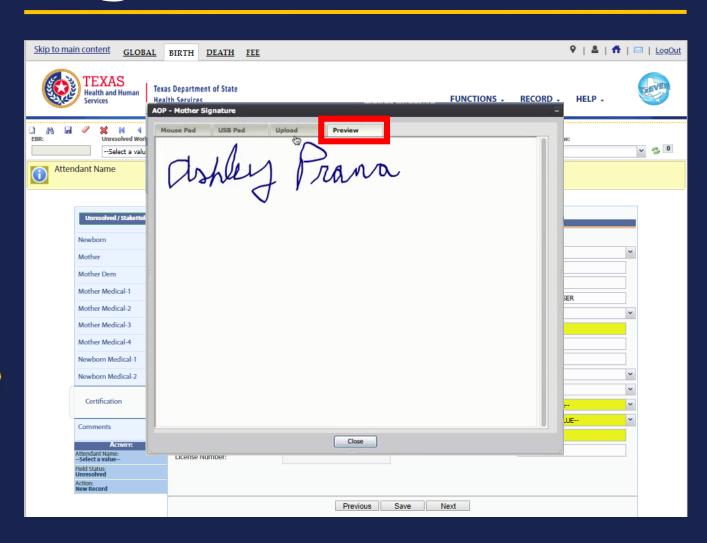


# Signature: Upload Signed Form





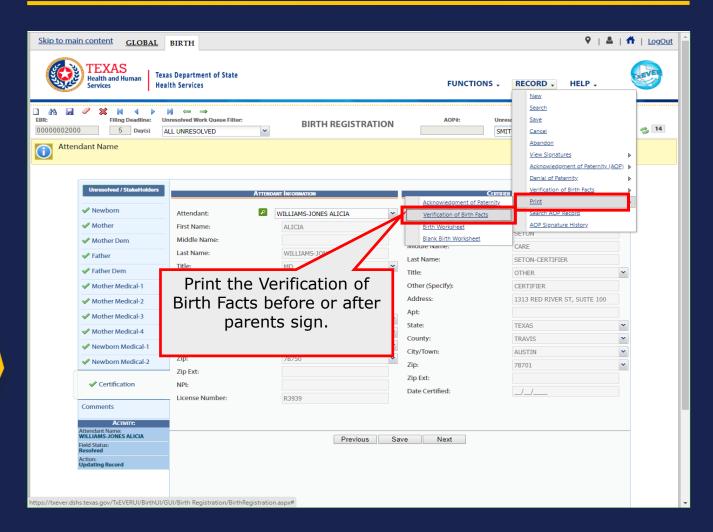
# Signature: Preview



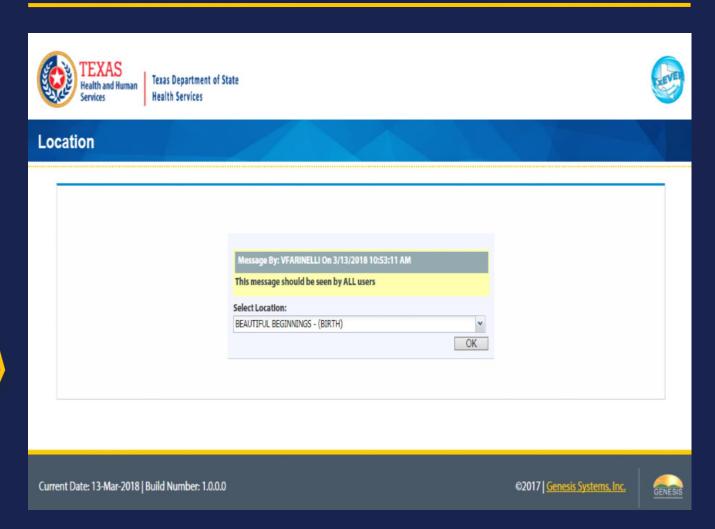


# Print Verification of Birth Facts





## **Birth Certifier Login**





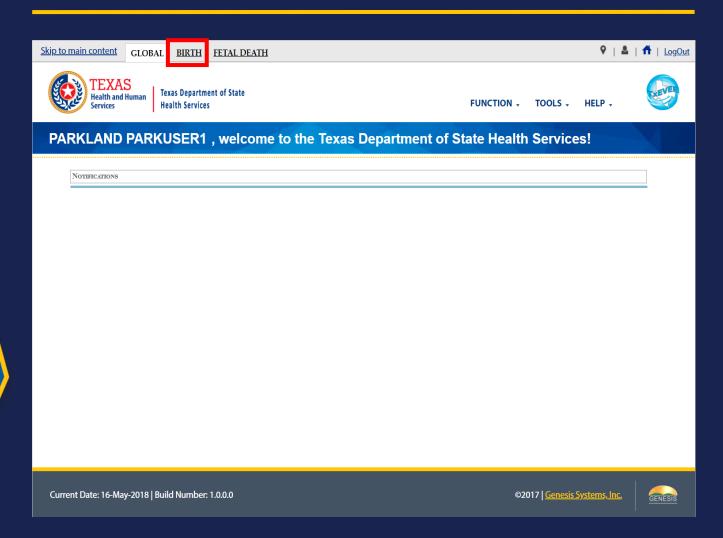
# Find an Incomplete Record



- To complete a record already in progress, you can
  - 1. Use the stakeholder dashboard
  - 2. Use the unresolved work queue filters
  - 3. Use the binoculars icon to search

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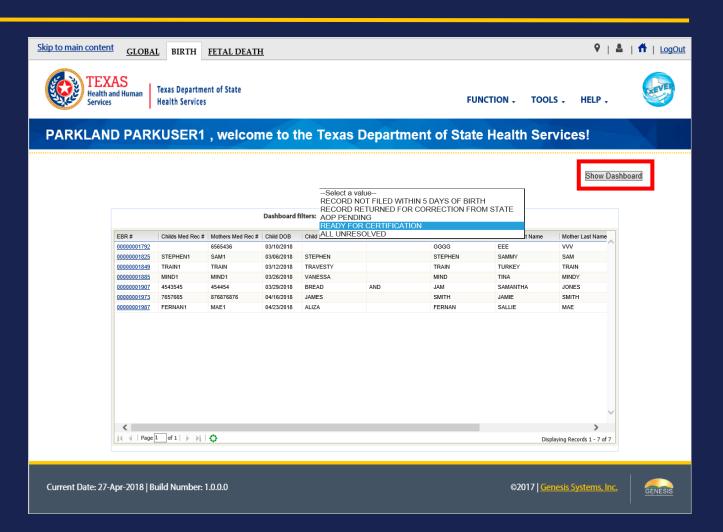
# **Birth Module**







#### Birth Registrar Dashboard



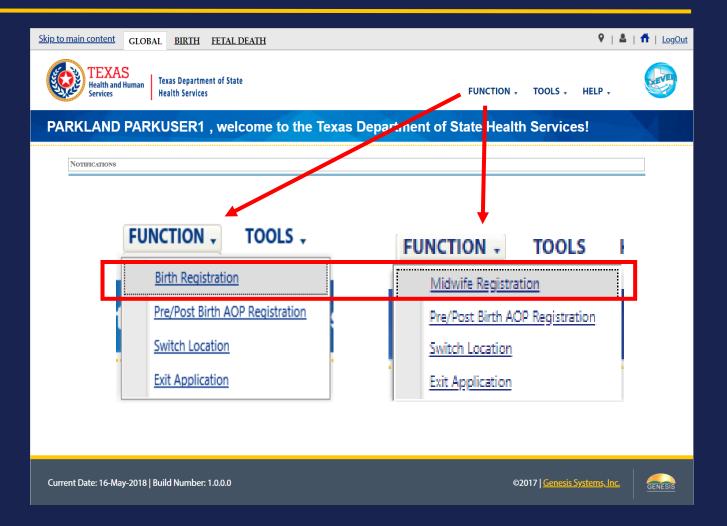


#### Birth Registrar Dashboard

- Record Not Filed Within 5 Days of Birth: This will display a list of records that are older than 5 days from the date of birth. These records should be filed as soon as possible.
- Record Returned for Correction from State: Any record flagged for correction will appear in this dashboard for your office to review and make corrections.
- **AOP Pending**: Based on the registration of a birth record, if the field stated that an AOP is required, the record will be queued waiting for AOP matching. If your office indicated an AOP is required, submit as soon as possible to avoid delays.
- Ready for Certification: Birth records that have been fully completed and waiting for the certifier to certify and release the record.
- **All Unresolved**: The dashboard will show the entire list of records waiting for resolution. It will include all the listed queues.

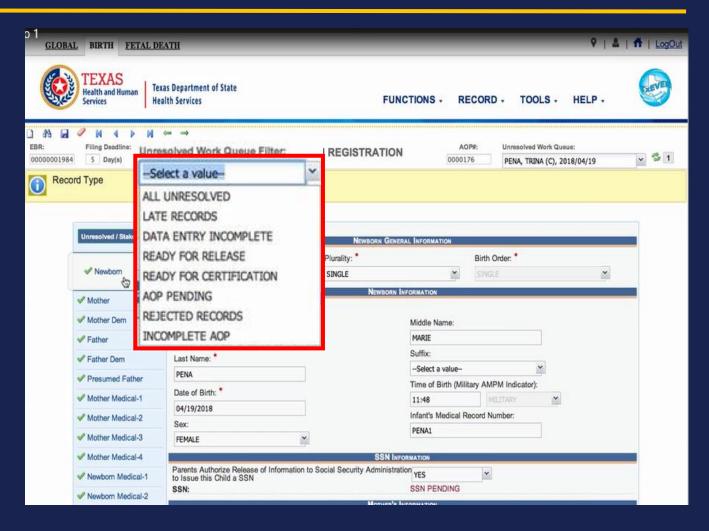


### Navigating to the Work Queue





### **Unresolved Work Queue**





#### **Unresolved Work Queue**

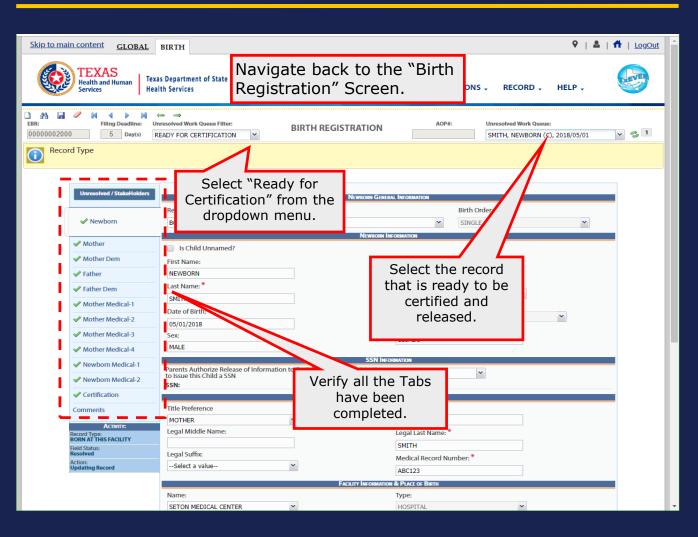
- All Unresolved: birth records that are not resolved.
- Late Records: birth records older than 5 days.
- Data Entry Incomplete: birth records missing information.
- Ready for Release: certified birth records.
- Ready for Certification: birth records in which data entry is complete.



#### **Unresolved Work Queue**

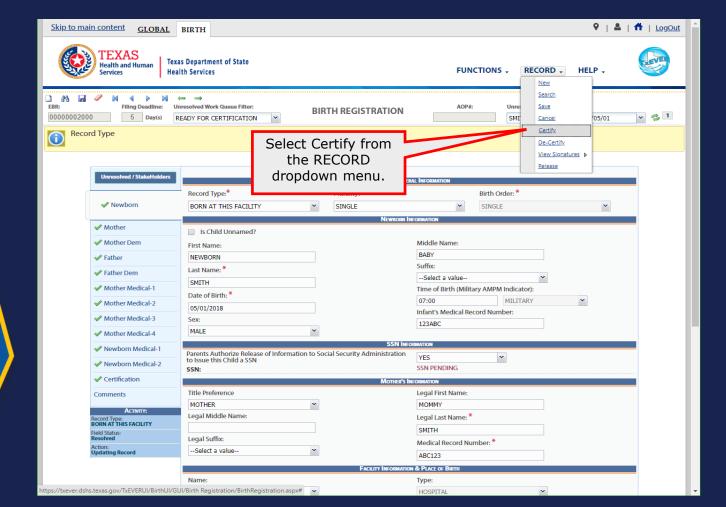
- AOP Pending: birth records missing AOP signatures.
- Rejected Records: birth records rejected by the State.
   This includes records submitted with a partial AOP that have been automatically rejected 5 days after the child's date of birth.
- Incomplete AOP: birth records that have been submitted with a partial AOP within 5 days of the child's date of birth. Additional signatures can be captured to complete the AOP.

### **Locate Birth to Certify**



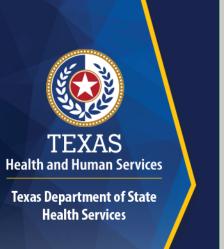


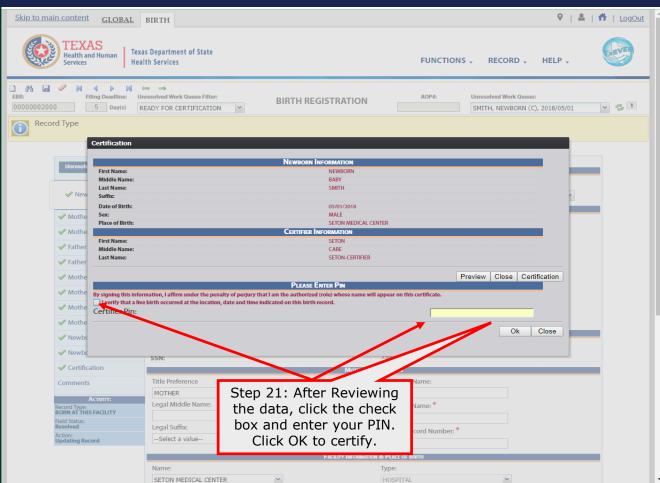
### **Certify Birth 1**





### **Certify Birth 2**





### Release 1

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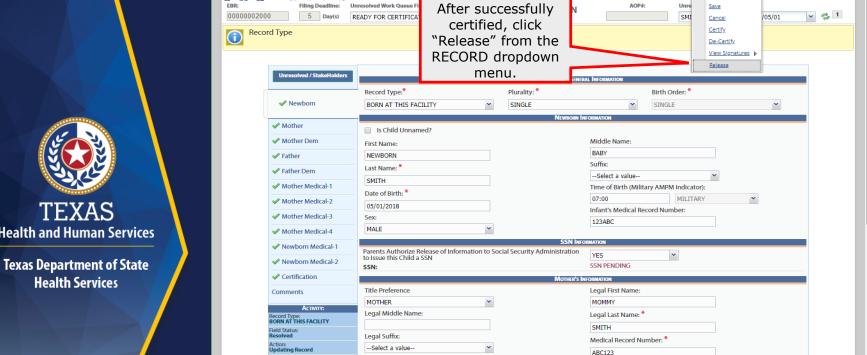
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FUNCTIONS -

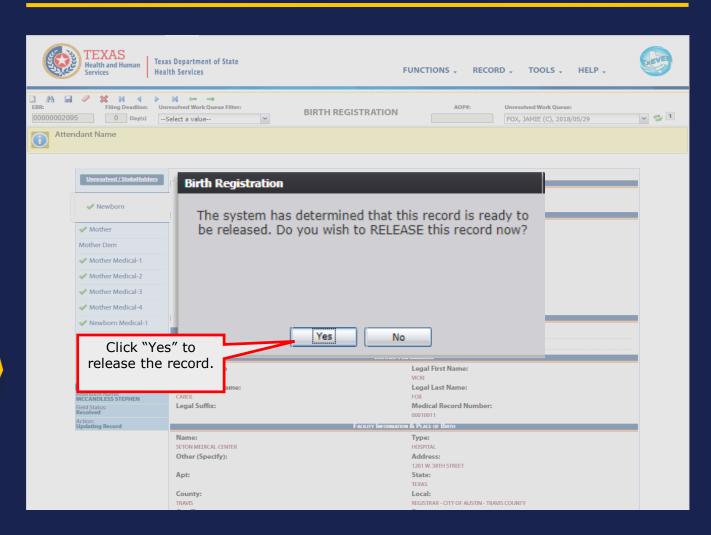
N & PLACE OF E

RECORD .

Search

HELP .

### Release 2



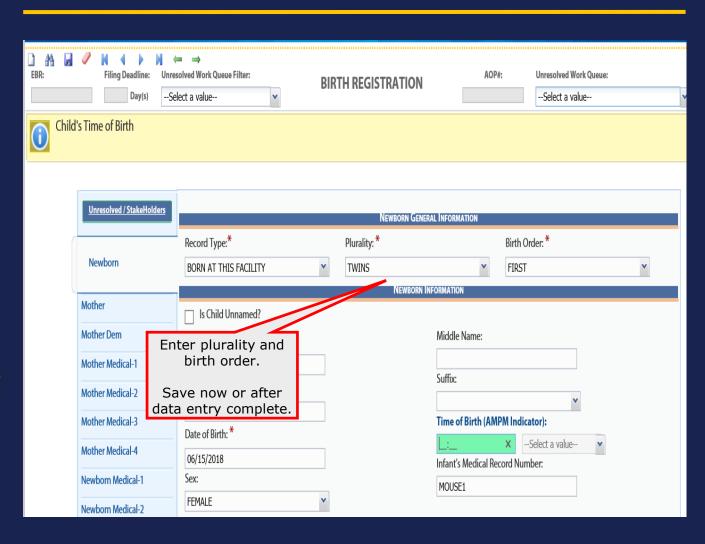


### Plural Birth Registration

- In case of plural birth (twins, triplets, etc.), clone the parent information from the first birth record onto the second birth record.
- Changes made to the initial record are cloned onto the others. Changes made to a second record do not affect the other records.

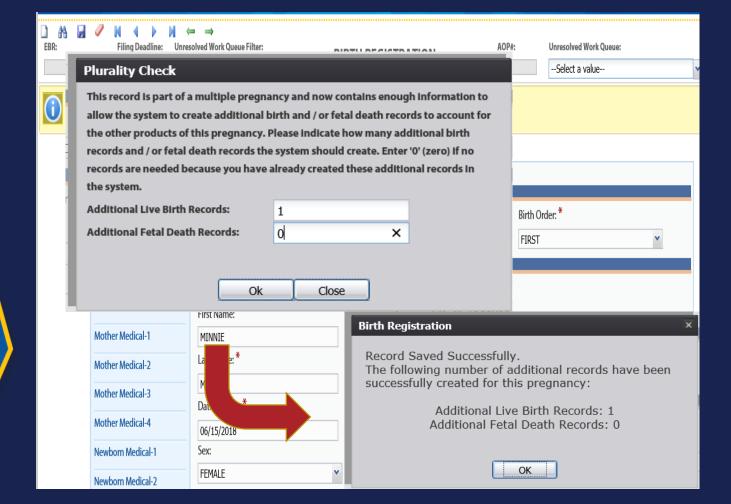


### **Plural Birth Records**





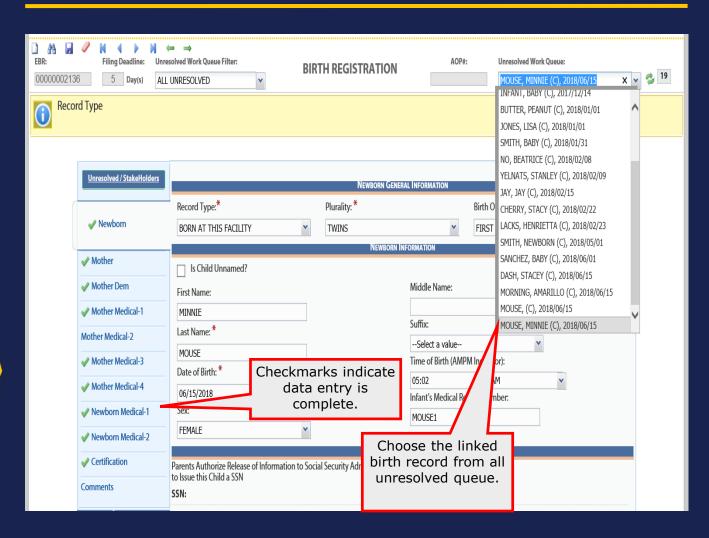
### **Indicate Number of Live Birth Records**



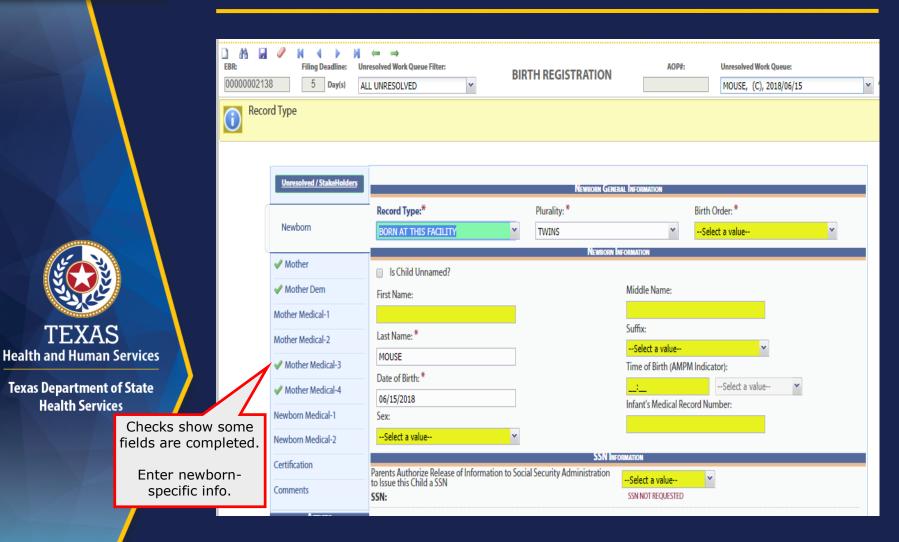


## Parent Info Cloned on Other Records





### Parent Info Cloned on Other Records



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### **AOP Registration**

Register a Pre/Post Birth AOP

**Register a During Birth AOP** 

**AOP Matching** 



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### **AOP Registration Process**



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- Pre/Post Birth AOP is done when:
  - Baby is not born
  - Birth certificate is already filed
  - Partial AOP
- During Birth AOP is done when:
  - All parties are available to sign AOP at time of birth registration

## Create a pre/post birth AOP

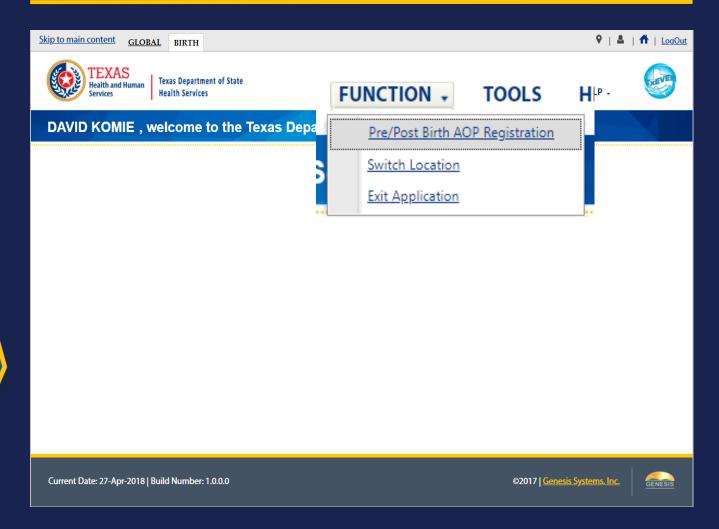


- 2. Fill out the AOP form
- 3. Search for a partial AOP match
- 4. Capture AOP signatures
- 5. Print the AOP
- 6. Submit the AOP
- 7. Search for a birth match
- 8. Release the AOP-birth match



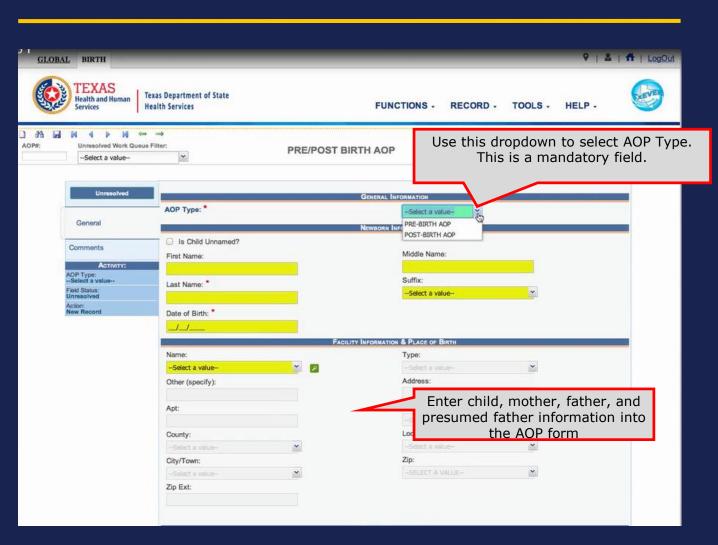
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# Pre/Post Birth AOP Registration



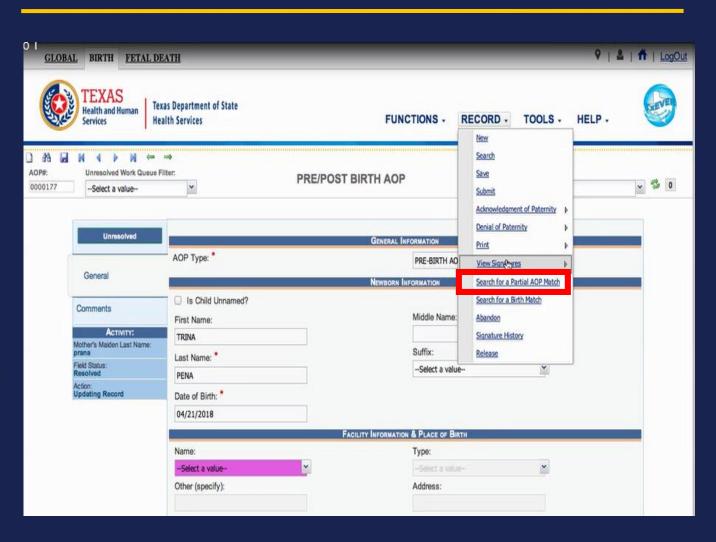


### Fill out AOP Form



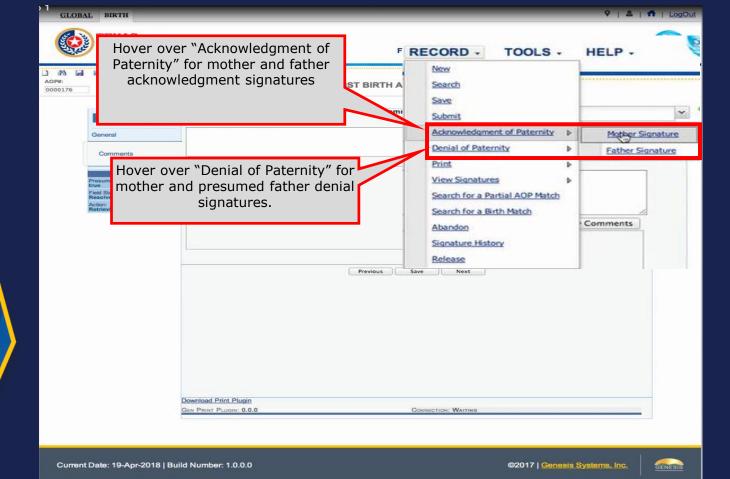


## **Search for a Partial AOP Match**



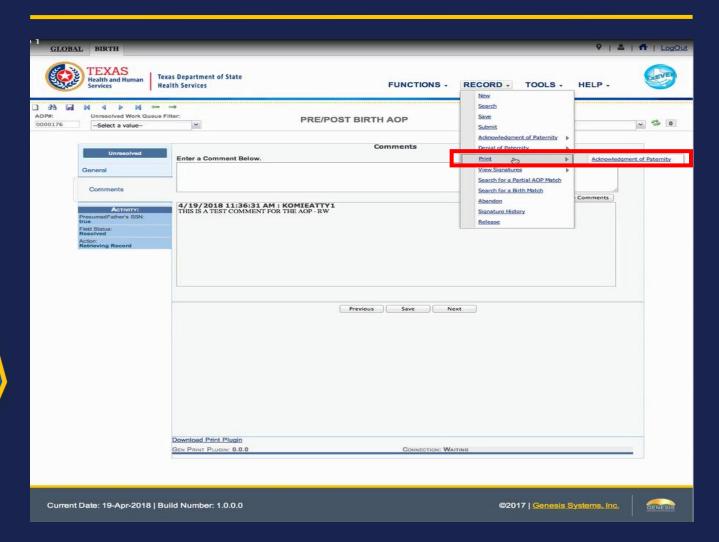


### Capture AOP Signatures



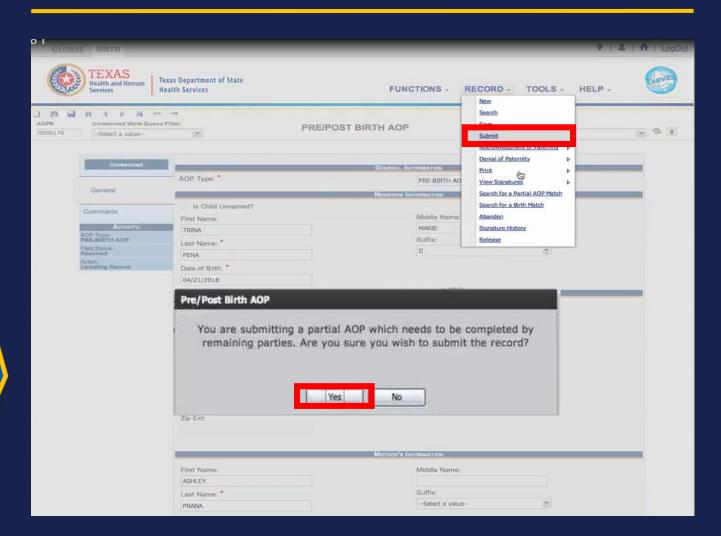


### Print the AOP 1





### Submit the AOP 1



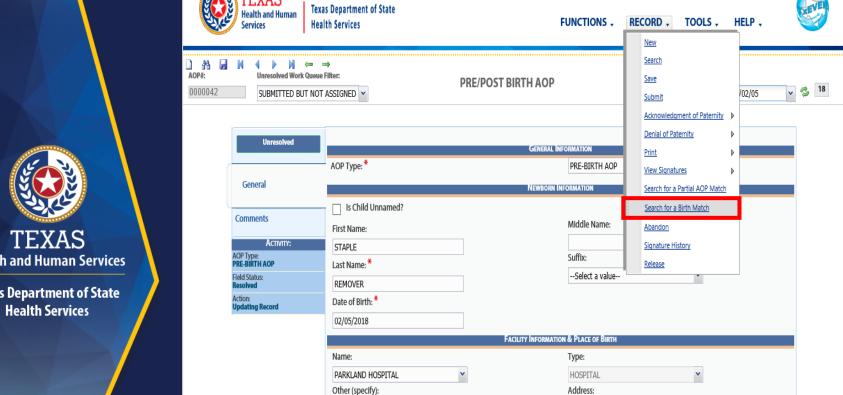


### Search for a birth match 2

GLOBAL BIRTH FETAL DEATH

**♀** | ♣ | **↑** | <u>LoqOut</u>

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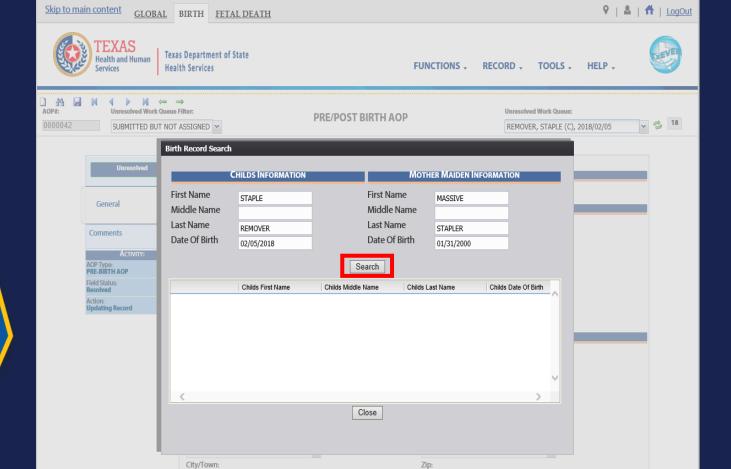


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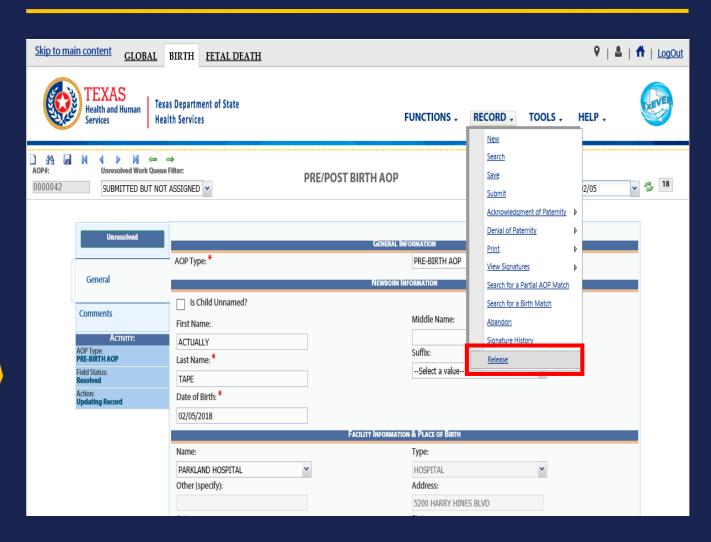
5200 HARRY HINES BLVD

# Search for a birth match 2





# Release the AOP-birth match





## Create a during birth AOP

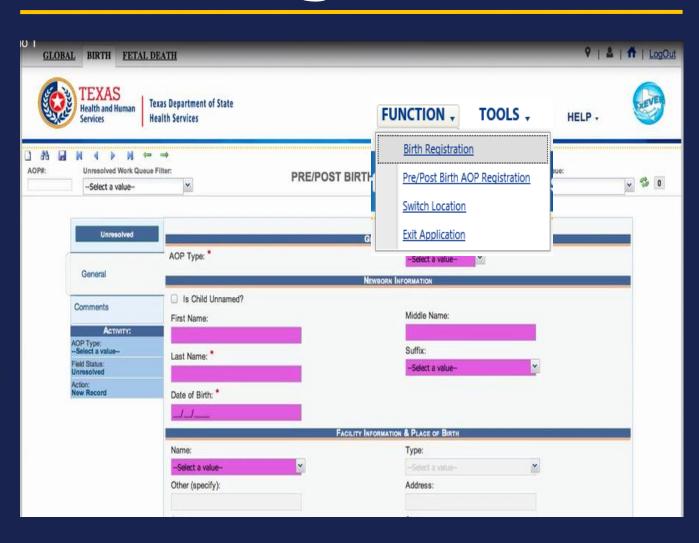


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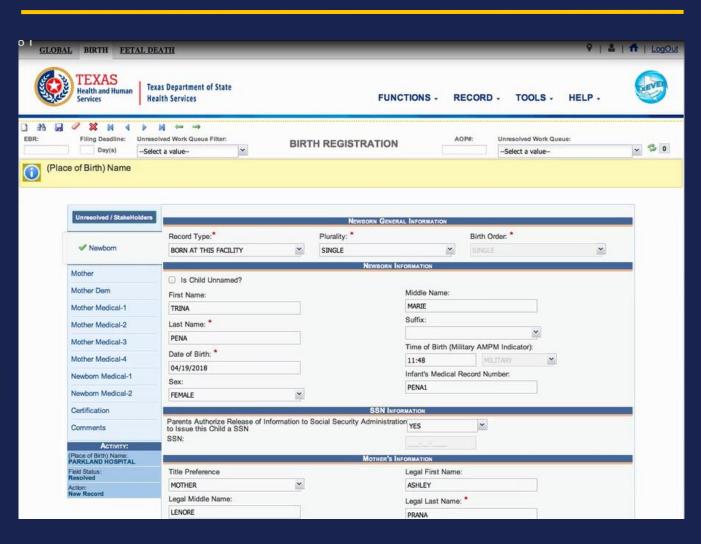
- 1. Login to TxEVER and go to Birth Registration
- 2. Fill out the AOP fields on birth record
- 3. Search for an AOP match
- 4. Capture AOP signatures
- 5. Print the AOP
- Certify and release the birth and AOP together

### **Birth Registration**



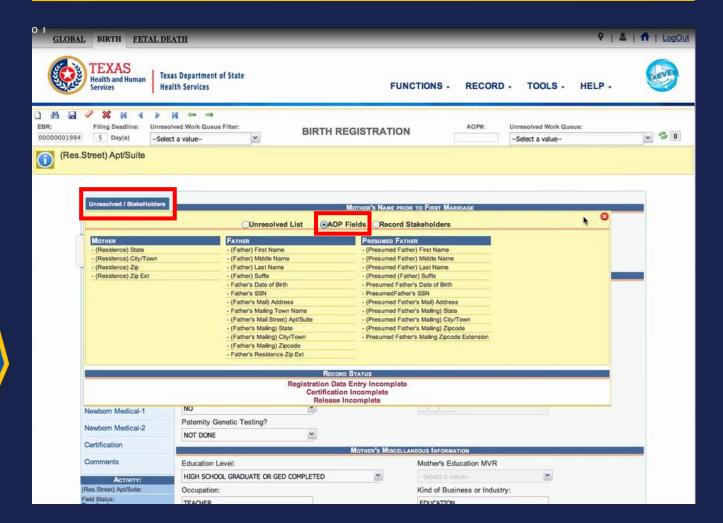


### Create Birth Record





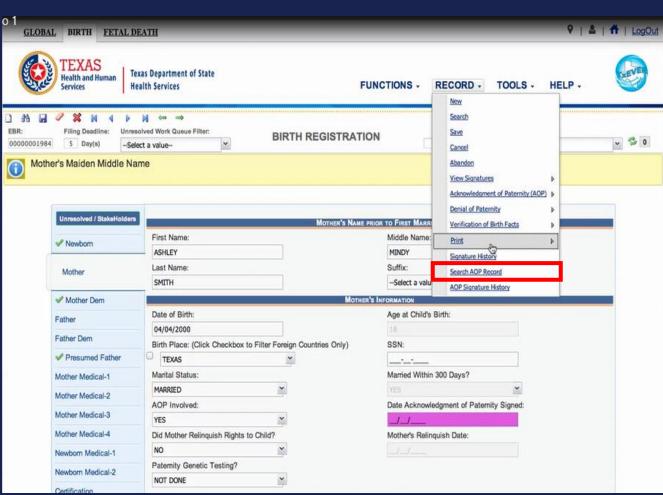
## **AOP Fields in Birth Unresolved List**





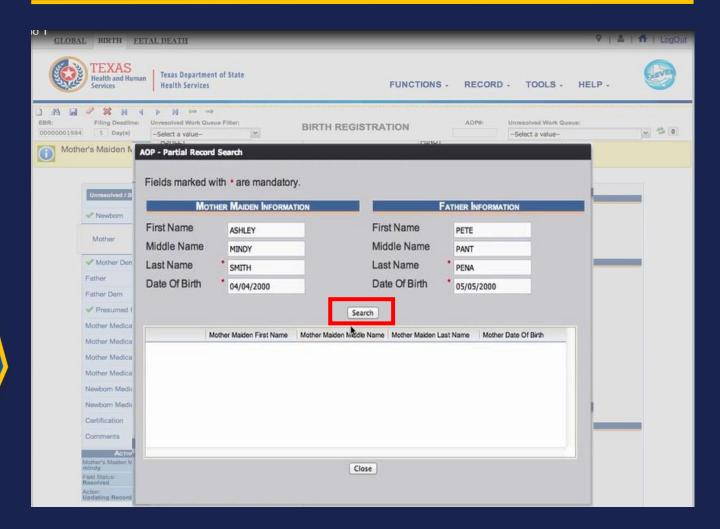
## Search for an AOP Match 1



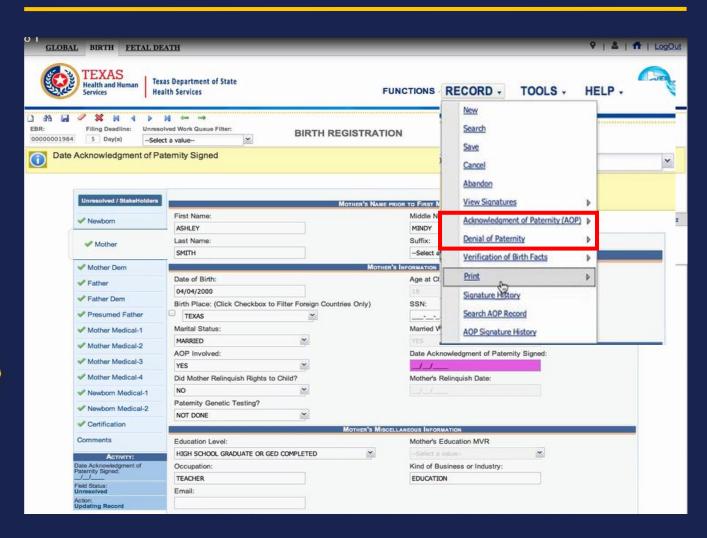


## Search for an AOP Match 2



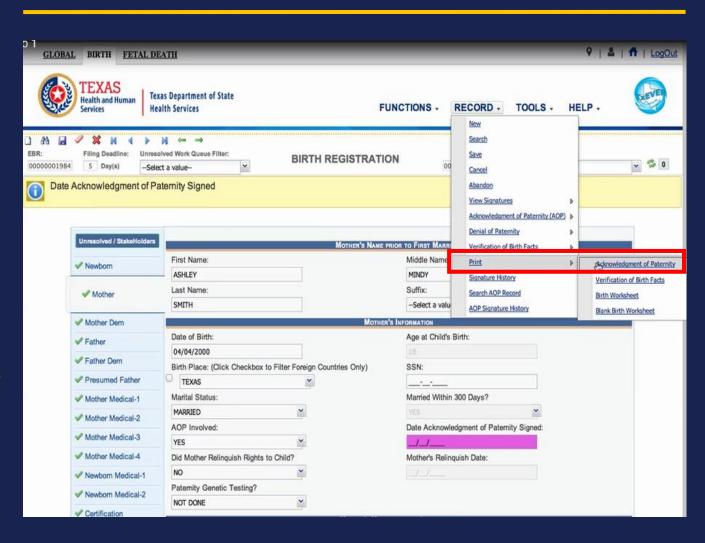


### Sign the AOP



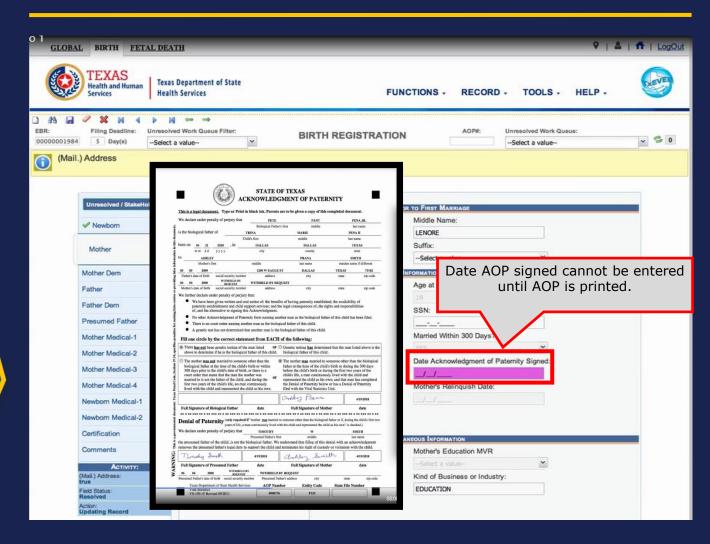


### **Print the AOP**





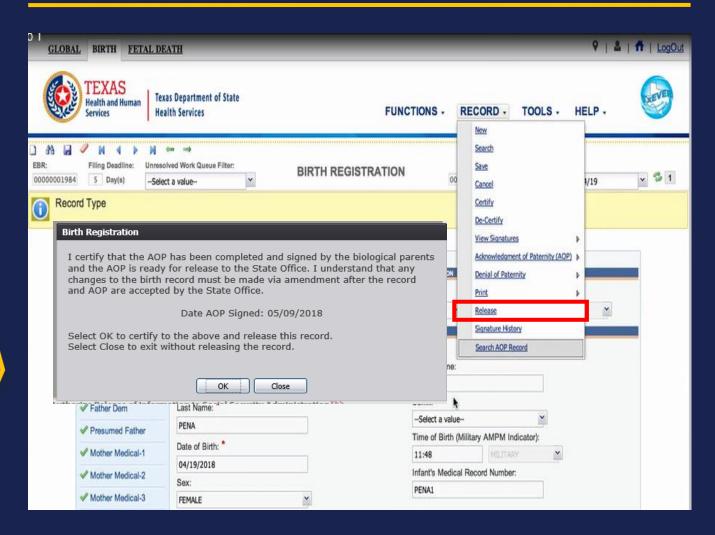
### Fill In Date AOP Signed After AOP Is Printed





# Certify and Release Birth





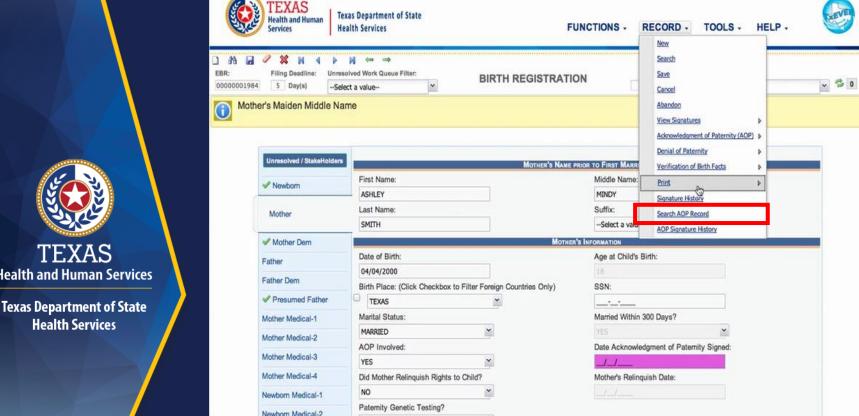


### **AOP Matching**

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- Sometimes you may find possible records when searching for matches.
- Let's go over the steps to conduct search an AOP match.
  - Matching births to AOPs
  - Matching AOPs to AOPs

### Matching births to **AOPs**



NOT DONE

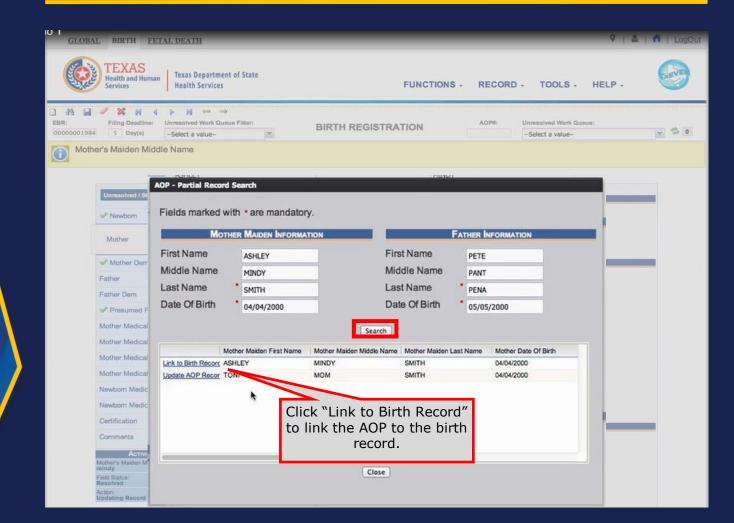
Cortification

GLOBAL BIRTH FETAL DEATH



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## Matching births to AOPs

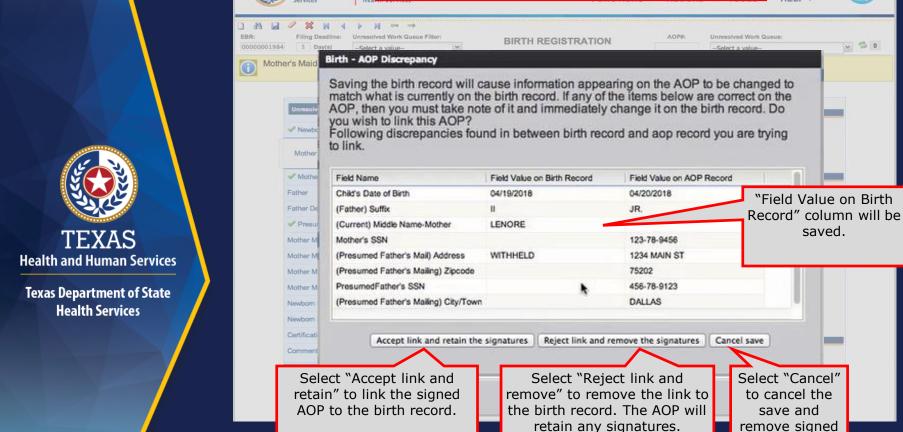




## Matching births to AOPs

Accept or reject the link to the AOP record.

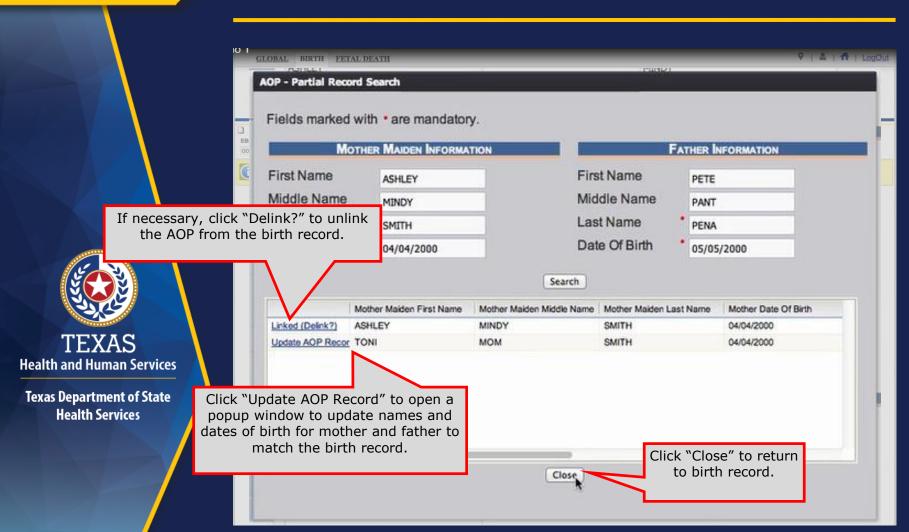
AOP from the

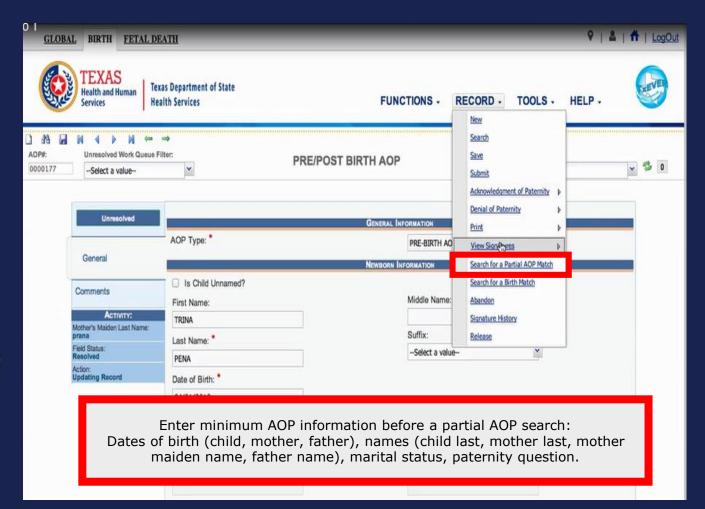


GLOBAL BIRTH FETAL DEATH

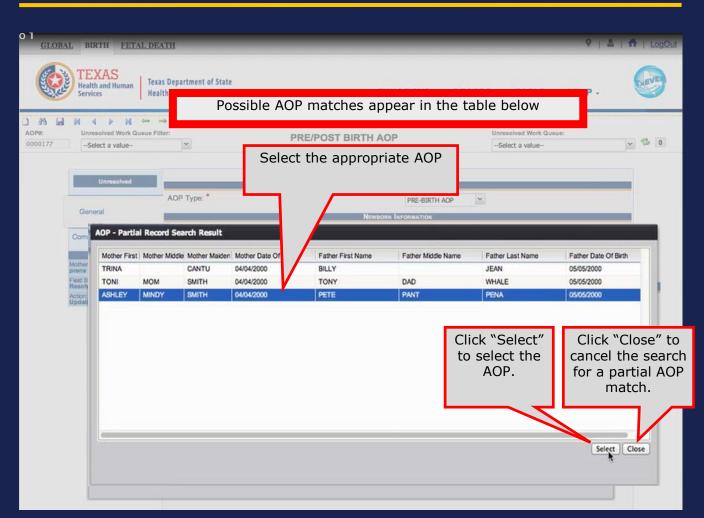
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## Matching births to AOPs

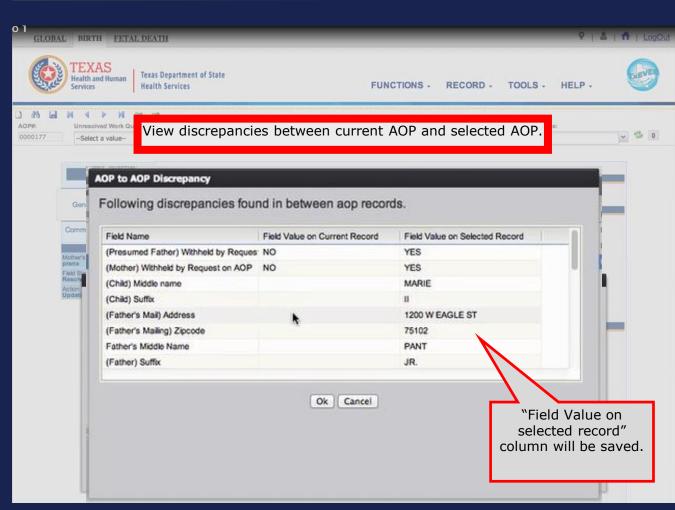






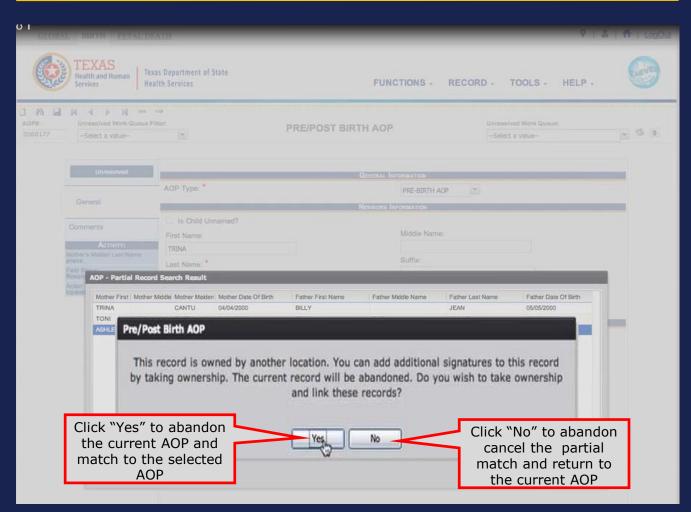








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If you have any questions on the content of this briefing, please contact your TxEVER Field Services team at <a href="mailto:TxEVERinfo@dshs.texas.gov">TxEVERinfo@dshs.texas.gov</a> or (512) 776-3010.

Please continue to visit our website at <a href="http://www.dshs.texas.gov/vs/field/The-TxEVER-Project/">http://www.dshs.texas.gov/vs/field/The-TxEVER-Project/</a> for the latest updates.